

First Aid and Emergency Care

Policy

Staff know how to quickly and appropriately respond to any situation requiring first aid or the help of emergency medical services.

Procedure

- Head Start staff are responsible for the care of a sick or injured child in a parent's absence. Each classroom has at least one staff certified in First Aid & CPR present at all times.
- All staff in licensed classrooms must complete a First Aid & CPR (adult and pediatric) certification course within 90 days of employment, unless it was done in the past 3 years, and maintain it. Bloodborne pathogen training is provided to all staff at orientation and annually thereafter.
- Each licensed classroom is required to place posters about how to respond to several emergencies, including dental first aid, CPR, and choking, in a prominent place.
- Each site maintains two first aid kits that includes a manual outlining how to respond to a variety of situations. Staff restock kits immediately after each use and re-check them at least twice each year with an inventory sheet to ensure the kit has needed supplies.
- An emergency contact information sheet for each child is kept at each site and includes phone numbers for parents and alternate people to contact, as well as parent permission for staff to seek emergency care.
- Emergency services are provided to communities in which all of our sites are located by calling 9-1-1. Each classroom must post a sheet with phone numbers to call in case of emergency (9-1-1, Poison Control, law enforcement, Child Protective Services) next to their telephone.
- Staff determine whether an accident, incident, or injury involving a child requires an immediate call to the parent and/or further skilled medical or other care. If a child needs to be transported via ambulance, one staff person accompanies the child if emergency personnel allow and required staff-child ratios at the site are maintained.
- Staff contact the Health Professional or Program Manager immediately if a child needs medical treatment while at Head Start and send an Accident and Incident Report to the Head Start Health Professional the day of the incident. The Minnesota Department of Human Services Licensing Division must be notified within 24 hours of any child injury needing treatment by a health provider or use of emergency medical service while at Head Start.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22 and Minnesota Department of Human Services Child Care Center Licensing.

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